

# Anness A

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| <b>Ministeru</b> | Ministeru għal Għawdex u l-Ippjanar |
| <b>L-impjeg</b>  | Assistant Manager (Research)        |



**GVERN TA' MALTA**  
MINISTERU GĦAL GĦAWDEX  
U L-IPPJANAR

Pjazza San Franġisk, ir-Rabat, Għawdex

## Dmirijiet u responsabbiltajiet

- i. Iżomm ruħu aġġornat ma', u jipprovdi kontribut għal, żviluppi relevanti mal-politika tal-UE u internazzjonali fil-qasam relatat mal-konservazzjoni tal-għasafar selvaġġi;
- ii. Jassisti fit-tfassil ta' memoranda interni u abbozzi ta' proposti leġislattivi u ta' azzjonijiet proposti dwar kwistjonijiet relatati mal-governanza fuq kaċċa sostenibbli u l-konservazzjoni tal-għasafar selvaġġi;
- iii. Jassisti fl-ippjanar, kummissjonar u eżekuzzjoni ta' programmi ta' monitoraġġ, studji xjentifiċi u inkarigi oħra relatati mal-governanza tal-kaċċa sostenibbli u l-konservazzjoni tal-għasafar selvaġġi;
- iv. Jassisti fix-xogħol b'dejta xjentifika u rapporti analitiċi, databases u GIS u jassisti fit-thejjija ta' rapporti għas-sottomissjoni lill-Kummissjoni Ewropea u lil diversi korpi internazzjonali;
- v. Jassisti biex jiġu segwiti, fuq bażi ta' kuljum, oqsma li jaqgħu taħt ir-responsabbiltà ta' din il-pożizzjoni u li huma ta' tħassib partikolari għat-Taqsima tar-Regolamentazzjoni għall-Għasafar Selvaġġi;
- vi. Jassisti biex jiġu segwiti u jinżamm kont tal-iskadenzi interni u esterni relatati mal-qasam ta' responsabbiltà ta' din il-pożizzjoni u jassisti biex jinżamm kollegament mal-entitajiet relevanti fl-istrutturi tal-Gvern sabiex jiżgura li l-iskadenzi jiġu mharsa fil-ħin u b'mod effiċjenti;
- vii. Jassisti fit-twertieq ta' analiżi kwantitattiva u kwalitattiva u jassisti fit-thejjija ta' rapporti għas-sottomissjoni lill-Kummissjoni Ewropea u lil diversi korpi internazzjonali;
- viii. Jassisti fl-amministrazzjoni ta' proċeduri ta' liċenzjar u ta' permessi għal attivitajiet varji regolati mit-Taqsima tar-Regolamentazzjoni għall-Għasafar Selvaġġi;
- ix. Jassisti fil-preparazzjoni għal-laqgħat, seminars, kumitati u pjattaformi ta' diskussjoni nazzjonali, tal-UE u internazzjonali;
- x. Jassisti f'inizjattivi ta' komunikazzjoni ta' rilevanza għall-funzjonament tat-Taqsima tar-Regolamentazzjoni għall-Għasafar Selvaġġi, inkluż li jassisti fl-iżvilupp ta' kontenut ta' rilevanza u materjal relevanti għas-sit elettroniku u l-midja soċjali tat-Taqsima;
- xi. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilhom, skont il-htieġa; u
- xii. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

# Annex A



St. Francis Square, ir-Rabat, Għawdex

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| <b>Ministry</b>  | Ministry for Gozo and Planning |
| <b>Job title</b> | Assistant Manager (Research)   |

## Duties and responsibilities

- i. Keeps abreast with, and provides input to, relevant EU and international policy developments in the areas related to conservation of wild birds, including taxonomic identification of avian species;
- ii. Assists in drawing up internal memoranda and drafts legislative and policy proposals on matters related to sustainable hunting governance and conservation of wild birds;
- iii. Assists in the planning, commissioning and execution of monitoring programmes, scientific studies and other assignments related to sustainable hunting governance and conservation of wild birds;
- iv. Assists in working with scientific data and analytical reports, databases and GIS and assists in the preparation of reports for submission to the EU Commission and to various international bodies;
- v. Assists in following up, on a daily basis, items falling under this position's area of responsibility which are of particular concern to the Wild Birds Regulation Unit;
- vi. Assists in following up and keep track of internal and external deadlines related to this position's area of responsibility and assists in liaising with the relevant entities within the appropriate Government structures in order to ensure that deadlines are met in a timely and efficient manner;
- vii. Assists in conducting quantitative and qualitative analysis and assists in the preparation of reports for submission to the EU Commission and to various international bodies;
- viii. Assists in administering licensing and permitting procedures for various activities regulated by the Wild Birds Regulation Unit;
- ix. Assists in the preparation of a range of national, EU and international meetings, seminars, committees and discussion platforms;
- x. Assists in communication initiatives relevant to the functioning of the WBRU, including in the development of content relevant to the functions of the WBRU and materials relevant to the Unit's website and social media;
- xi. Undertakes any other tasks, which the superior may delegate to them, as may be required; and
- xii. Any other duties as directed by the Principal Permanent Secretary.